

Minutes

CALS Curriculum Committee Meeting
Tuesday, September 11, 2018, 12:00 p.m.
145 Soils/King Hall

Voting Members Present: Balaster, Wattiaux, Holden, Kucharik, Anderson, Courtenay, Veum, Mui

Voting Members Absent: Goldman

Staff: Bollig, Garvens

ORIENTATION TO THE COMMITTEE

Committee Chair Balster led a discussion about the role of the committee and its members, the use of Robert's Rules, and an overview of the course proposal form and process.

CONSENT AGENDA

7. Review meeting minutes from May 8, 2018
8. **HORT 374** Tropical Horticulture – course discontinuation; effective Fall 2018
9. **HORT 561** Introductory Cytogenetics – course discontinuation; effective Fall 2018
10. **DY SCI 690** Proseminar – course discontinuation; effective Fall 2018
11. **LSC 100** Science and Storytelling – course change; effective Spring 2019

ACTION: Items 7-11 approved by consent

INFORMATIONAL ITEMS

12. Preview of Requisite Amnesty
 - Campus would like to move towards having requisites that are specific and enforceable. At this time, some are enforced, while others are not, and the latter do not prevent students from enrolling. This process allows departments to update requisites to be enforceable without requiring individual course change proposals. There are many rules to this process, and requisites cannot be substantially changed, but departments can clarify them.
 - All courses that have gone through the course proposal process since 2015 have been required to have enforceable requisites.
 - Two CALS subject listings have gone through the process of looking over their requisites and making changes. There are two or three other subject listings that are ready for review. They will send a spreadsheet to Nikki Bollig, Assistant Dean for Academic Programs & Planning, who completes an initial review and then reaches out to the department regarding updates.
 - The role of the CALS Curriculum Committee is to ensure that the changes to requisites are appropriate and make sense for the course. Requisite changes that will be effective for the spring 2019 semester need to come to the Curriculum Committee at its next meeting.
13. Preview of Obsolete Course Policy and Waiver
 - The Obsolete Course Policy states that any course that has not been taught for eight years will be discontinued. Departments are given a warning about courses slated for discontinuation and have an opportunity to offer the course within the next year. If they offer the course and it has enrollment, the course will not be discontinued and the eight year cycle will begin again.
 - Departments can also request a waiver to request to offer the course the following academic year. CALS currently has one course who is going through the waiver process and will be on the next agenda.

14. Update on Lumen Programs

- The second form/program is in the works for new program proposals or changes. It will look similar to the course proposal form and it is set to be available to campus in late September and there will be training available in October.
- A CALS preview and training day will happen on September 26th and at least one representative from each department will be asked to come to review migrated data. Information is being migrated from the Guide to the form, so departments will help to ensure it is done accurately. The CALS Curriculum Committee will see some proposals that will come through the Lumen system and will get to provide feedback to share with CALS APC.

Meeting adjourned at 1:24 pm